



## **Witney Hockey Club Constitution (2019)**

### **1. Name**

The name of the club shall be 'Witney Hockey Club', hereafter referred to by name, or simply as 'the Club'.

### **2. Effect**

This constitution shall expressly revoke the provision of any previous constitution of Witney Hockey Club.

### **3. Aim**

The aim of the Club is to play and to encourage an interest in the game of hockey.

### **4. Committee**

(i) The overall management of the Club shall be vested in the General Committee (hereinafter referred to as 'the committee'). The committee shall have the power to create and delegate powers to such sub-committees as it deems necessary.

(ii) The committee shall consist of a Club Chairman, a Club Secretary, a Club Treasurer, a Communications Officer, a Coaching Coordinator, a Junior Coordinator, Club Captain (Ladies) and Club Captain (Men).

(iii) A quorum of the General Committee shall be four members, at least two of which shall be executive committee officers. A quorum of a sub-committee shall be decided by that sub-committee, and agreed by the main committee.

(iv) The committee members and team captains shall be elected at the AGM to hold office until the next AGM. They shall be eligible for re-election. The new committee shall take office after the AGM at which they were elected.

(v) The committee shall be responsible for the appointment of any committee posts not filled at the AGM.

(vi) The committee is empowered to co-opt such persons as may be deemed necessary on to the main committee or any of its sub-committees.

(vii) The General Committee shall meet at least three times per season. Meetings may only be held after issuing one week's notice. Sub-committees will determine their own programme of meetings and will report back to the general committee as required.

(vii) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

(ix) Every proposal at any committee meeting shall be decided upon by a majority of votes. Each committee member present shall have one vote. In the event of an even vote, the Chairperson of that meeting shall have a second casting vote.

(x) In the event of any person ceasing to be a member of the Club, he or she shall cease to be a member of the committee. The committee shall appoint another member of the Club to act in their place if necessary.

(xii) The Chairman, Treasurer and Secretary of the Club shall be the signatories for all payments made by the Club, of which two must authorise each and every payment. Prior Authorisation by e-mail is acceptable to allow the Treasurer to make electronic payments. The Treasurer must attach this Authorisation to the supporting documentation for the payment.

## **5. General Meetings**

(i) The Annual General Meeting shall be called for the following purposes:

- To receive officers' reports;
- To receive and adopt the season's accounts;
- To elect the General Committee for the next season;
- To fix match fees and subscriptions for the next year;
- To transact any business notified;
- To accept brief relevant comments from the floor about relevant issues relating to the management of the Club.

(ii) An Extraordinary General Meeting may be called at any time by the committee on receipt of a letter signed by ten members of the Club. Such a meeting must be convened within twenty eight days of receiving the letter. The letter must specify the nature of the business to be discussed, and no other business shall be discussed. Fourteen days' notice of such a meeting, specifying its purpose, must be given to every member of the Club at their last known address or email.

(iii) A quorum at a General Meeting shall be eight members, of which at least three shall be members of the General Committee.

(iv) Every proposal at any General Meeting shall be decided upon by a majority of votes. Each member present shall have one vote. In the event of an even vote, the Chairperson of that meeting shall have a second casting vote.

## **6. Minutes**

Minutes of all meetings must be taken and forwarded to the Secretary for keeping. Such minutes must be signed by the Chairperson of the meeting as a true and accurate record of the meeting.

## **7. Membership**

(i) Membership of the Club shall be open to anyone interested in the sport of hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

(ii) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will endeavour to keep subscriptions at levels that will not pose a significant obstacle to people participating.

(iii) Full membership of the Club is only attained upon payment of the annual subscription, and acceptance of the Club Constitution and appropriate Codes of Conduct.

(iv) The committee may only refuse membership, or remove it, for good cause, including conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

(v) Members will accept that the Club shall not be liable for personal injury howsoever caused whilst a member is participating in any of the Club's organized activities.

## **8. Discipline and appeals**

(i) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

(ii) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

(iii) The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

(iv) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

(v) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

## **8. Dissolution**

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having an objectives similar to those of the Club.

## **9. Constitution**

- (i) A copy of the constitution shall be available to all Club members.
- (ii) The committee shall be the sole interpreter of the constitution.
  - (iii) The committee shall be empowered to make additional rules, which must be ratified at the next General Meeting of the Club.
- (iii) The constitution may only be altered by a General Meeting of the Club.

## **10. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.